
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
October 3, 2023 at 7:00 PM**

The meeting will be held at 7:00 p.m. in person at District Office, 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014 and via teleconferencing and anyone interested may also call in. [call (866) 899-4679 Conference ID: 785-518-013]

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENTARY** – This area is reserved for items **not** listed on the agenda. The Brown Act does not allow discussion of or action on items not on the agenda. The Board may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. There is a three (3) minute limit for individual speakers.
 - 4.A. Visitor Commentary
 - 4.B. Agency Representatives
 - 4.C. Board Commentary
- 5. CLOSED SESSION**
 - 5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION
Government Code Section 54956.9(d)(1) Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive.
- 6. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA**
 - 6.A. Board Orientation – Brown Act Compliance. Board action required: None.
 - 6.B. Long Range Financial Planning. Board action required: Discuss LRFP.
- 7. CONSENT CALENDAR**
 - 7.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 9/19/23.
- 8. NEW BUSINESS**

None.
- 9. HOUSEKEEPING ITEMS**
 - 9.A. Updates on Housekeeping Items. Board action required: None.
 - 9.B. Agenda Items for Next Upcoming Meeting. Board action required: None.
- 10. ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, October 17, 2023**

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the District Administrator's office at (408) 255-2137. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the District Office. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.

* Pursuant to Government Code 54954 subsection b, subsection 4, this facility constitutes the closest meeting facility for the Burbank Sanitary District, since the District has no other meeting facility within the boundaries of the territory, over which the Burbank Sanitary District exercises jurisdiction.

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6. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA

- 6.A. Brown Act Compliance
- 6.B. Long Range Financial Planning

Burbank Sanitary District Asset Inventory

Summary of Lower (Public) Laterals & Cleanouts

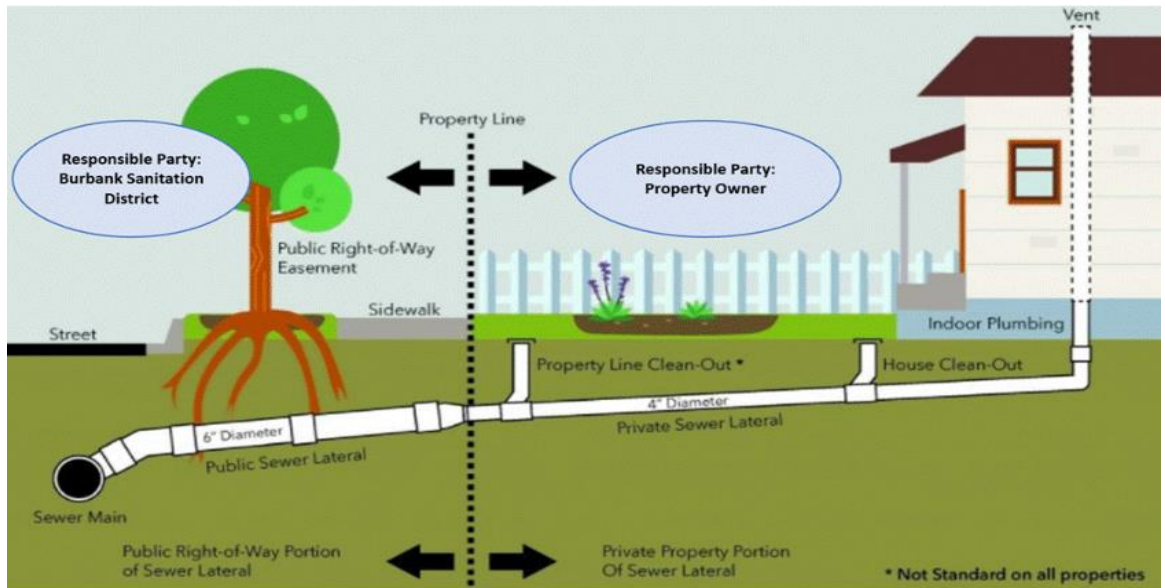
Updated: 09/15/2023

Number of Laterals	No of Homes with Verified Cleanouts	Percentage of Homes with CO	Maintenance (Cleaning of Lower Lateral - Public Sewer Lateral)
959	166	17%	17%

No of Homes that needs Property line Clean Out (PLCO) Installation: **793**
 Estimated Cost to install PLCO (\$6250/PLCO) \$ **4,956,250**

Engineering Estimate: Cost to install Property Line Cleanout for One Location

Driveway, Concrete Surface	\$	7,000
Landscape	\$	5,500
Average Cost	\$	6,250



Original Image from <https://www.lhwater.org/customer-services/sewer/>

BURBANK SANITARY DISTRICT

7. CONSENT CALENDAR

7.A. APPROVAL OF MINUTES

Approve Minutes from Regular Meeting of
September 19, 2023

1. CALL TO ORDER

The Board of the Burbank Sanitary District convened this date at 7:00 p.m. in person at the District Office at 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014 and via teleconferencing. President Prupes called the meeting to order at 7:01 p.m.

2. ROLL CALL

Directors Present: Rene Prupes, Procopio Sclafani, Ken Colson, Mark Negrete, Kristina Seldal
Directors Absent: None
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer)
Counsel: Valerie Armento (Present for the open session through Item 5)
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Negrete **Second:** Prupes

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Absent: None

4. PUBLIC COMMENTARY

- 4.A. Visitor Commentary – None.
- 4.B. Agency Representatives – None.
- 4.C. Board Commentary – None.

5. CLOSED SESSION

5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

Government Code Section 54956.9(d)(1) Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive.

Closed session discussion commenced at 7:09 pm and ended at 7:22 pm. Manager Porter and Engineer Kathula were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

6. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA

- 6.A. Long Range Financial Planning (LRFP). Board action required: Discuss LRFP.
By consensus, Item 6.A.was deferred to next meeting, October 3, 2023.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meeting of August 15, 2023

Motion: To approve Meeting Minutes from the Regular Meeting of August 15, 2023

Move: Sclafani

Second: Seldal

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Abstain: None

8. WARRANTS

8.A. Approval of Warrants.

1. Mark Thomas & Company, Inc. (District Management Services)
2. First Tech Federal Credit Union (Board of Directors' Payroll)

Motion: To approve two (2) warrants as listed.

Move: Colson

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

9. NEW BUSINESS

9.A. Conduct Board Election to Vote 2023 Board Secretary and Interim Secretary. Board action required: Elect 2023 Board Secretary and Interim Secretary.

The Board elected to re-vote the Board Secretary.

President Prupes nominated Director Sclafani as Board Secretary and Director Seldal as Interim Board Secretary.

Motion: To Elect Director Sclafani as 2023 Board Secretary and Director Seldal as Interim Secretary.

Unanimous consensus: Prupes, Sclafani, Colson, Negrete, Seldal

9.B. Report on CASA Conference August 9-11, 2023. Board action required: None.

Manager Porter shared the information of CASA Conference and provided summaries of the CASA Conference sessions that he attended.

10. UNFINISHED BUSINESS

10.A. Board Orientation – District Boundary Map. Board action required: None.

Manager Porter presented the District Boundary Map and the history of the annexations to the Board. District's communication with LAFCO related updating the District's boundary map on LAFCO's website was discussed. District Staff will provide the image of the updated BSD District map to LAFCO to update their website.

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

- Director Seldal to enquire about threshold limitations on development from the County.

11.B. Agenda Items for Upcoming Meetings.

- Long Range Financial Planning for next meeting on 10/3/2023
- Board Orientation Topic – CSRMA Conference for meeting 10/17/2023
- Board Orientation Topic – Alternative Board Member Recruitment Requirements for future meeting
- Director Sclafani will be absent for the Board meeting on October 17, 2023.

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, October 3, 2023

Motion: To adjourn meeting at 8:35 pm.

Move: Colson **Second:** Seldal

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Absent: None.

Approved: October 3, 2023

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE